

GuideUserManagement

View all users.

Go to the Admin tab and click on Users. For each user, you'll see their ID, full name, and the groups they belong to. From here, you can add a new user, or edit or delete an existing user.

add screenshot here

Add a user.

Go to the Admin tab and click on Users. Click on the Add user button. On the Add User form, enter their ID, name, email, and password, then click the Save button. Click on the new User ID you just defined in the User Administration table, and then on the Edit Group Affiliation button. Choose the groups the new user will join and click the Save button.

add screenshot here

Delete a user.

Go to the Admin tab and click on Users. Click the Delete button for the User ID you wish to delete, and confirm your choice by clicking the Yes button.

add screenshot here

Change your password.

On the Site or Authoring tabs, select the File / Change password menu item. Enter the old and new passwords and click the Submit button.

add screenshot here

Change a different user's password.

Go to the Admin tab and click on Users. Click on the User ID of the user whose password is to be changed. Click the Admin: Change Password button. Enter and confirm the new password and click the Submit button.

add screenshot here

Change group membership.

Go to the Admin tab and click on Users. Click on the User ID of the user whose group affiliations are to be changed. Click the Edit Group Affiliation button. Make the desired changes and click the Save button.

add screenshot here

Change a user profile.

Go to the Admin tab and click on Users. Click on the User ID of the user whose profile is to be changed. Click the Edit Profile button. Make the desired changes and click the Save button.

add screenshot here

View all groups.

Go to the Admin tab and click on Groups.

add screenshot here

View the users in a group.

Go to the Admin tab and click on Groups. Click on the Group ID of the group you want to inspect.

add screenshot here

Add and remove users from a group.

Go to the Admin tab and click on Groups. click on the Edit members button. Make the desired changes and click the Submit button.

add screenshot here

Add a group.

add screenshot and more details here

Delete a group.

add screenshot and more details here